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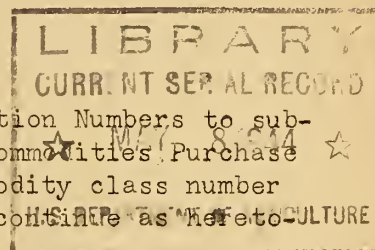


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WAR FOOD ADMINISTRATION  
OFFICE OF DISTRIBUTIONFINANCE LETTER NO. 16  
Procedural Classification 550  
560

## IDENTIFICATION OF PROGRAM CORRESPONDENCE



Effective May 1, 1944, the use of GCP Basic Authorization Numbers to subjectively identify correspondence under the General Commodities Purchase Program will be discontinued. In lieu thereof a commodity class number will be used. Identification of other programs will continue as heretofore.

In order to assure the continuance of uniform identification of all program correspondence, the following procedure shall be followed to identify the respective programs:

- I. GENERAL COMMODITIES PURCHASE PROGRAM: Correspondence under this program shall be identified by class number and commodity, e.g., Class 16 - Fish Oil. The class number shall be the first two digits of the commodity code. In the case of butter, seeds, and meat products, identification shall be Class 04-05 Butter, Class 49-51 Seeds, and Class 54-63 Meat Products. In the case of Classes 14, 21 37, 85, 87, 88, 89 and 99, which cover several different kinds of commodities, the commodity shall be named after the class number, e.g., Class 85 - Ovaltine.
- II. SECTION 32 PROGRAM: The present procedure of indicating the program symbol and title in the subject shall be continued, e.g., Program K-43a Shell Egg Purchase.
- III. DEFENSE AID PROGRAM: The present procedure of indicating the symbol DA and the name of the commodity in the subject shall be continued, e.g., DA - Cotton.

DISTRIBUTION: Washington Finance Division      Program Contract Accounting  
(4-29-44) Chief Program Accounting Section      General  
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WAR FOOD ADMINISTRATION  
OFFICE OF DISTRIBUTION

FINANCE PROCEDURE NOTICE

Date: 4-29-44

MANUAL CHANGES

Insert Finance Letter No. 16 550  
560

IDENTIFICATION OF PROGRAM CORRESPONDENCE. Provides instructions for the identity of correspondence in connection with the General Commodities Purchase Program, Section 32 Program, and the Defense Aid Program. File Finance Letter under Procedural Classification 550 and cross-reference under Procedural Classification 560.

6-7 21142-2  
Acting Chief Fiscal Officer